

**110 Introduction****110.01 General**

Right of Way Plans are the official state documents used as the basis to acquire real estate and other property rights. All deeds or other instruments conveying land or interest in land to the state which are to be accepted at Headquarters must conform to the approved Right of Way Plan. The plans are referred to in legal instruments and are permanently filed for public record at the Transportation Building in the Headquarters Engineering Records Vault.

It is the responsibility of the region to assemble data and prepare plans for the acquisition of rights of way, including easements, permits, and any substantiating documentation necessary for completion of the plans. Verification of ownership of existing R/W is also required.

To assemble the data, the region requests assessor's maps, assessor's rolls, and last conveyances for use during early plan preparation. As soon as the parcels from which additional right of way will be acquired are identified, title reports with assessors' land areas are requested for use in completing the right of way plans.

The regional Manager of Real Estate Services is consulted during early plan preparation to determine the degree of property interests to be acquired; such as fee title, easements, and temporary construction easements.

The regional Utilities Engineer is consulted during early plan preparation to determine the extent of utility interests to be addressed.

Complete Right of Way Plans consist of a vicinity map and right of way plan sheets. Right of Way Plans are to be prepared in English units only.

**120 Vicinity Map (or Vicinity Map and Total Parcel Details)****120.01 General**

The vicinity map supplies general information depicting the project in relation to surrounding communities, public and private road networks, traffic movement patterns, and other local features. A total parcel detail and parcel number are included for any ownership too large to be shown on individual plan sheets (see [Example 1-1](#)).

A heavy line is used to indicate the new highway. Lighter lines in varying weights show interchanges, connecting road system, bodies of water, etc. Limited access, the existing right of way, or the proposed right of way are not shown. Detail and drafting requirements are set forth in Division 3.

**130 Plan Sheets****130.01 Alignment**

The R/W center line from which the right of way is to be legally described is shown as a continuous solid line for the full length of the project with its alignment data shown. Additional center lines are shown by a dashed line without alignment data.

It is preferable that the mainline R/W center line not have a letter designation (i.e. LR Line), unless there is more than one mainline center line. Therefore, the Highway Engineer's station will also not have a letter designation.

The new centerline stationing must have ties, by station and/or bearing equations, to existing centerline stationing at the beginning and/or end of the new plan.

**130.02 Control Features**

Plan sheets must show government subdivision corners, platted subdivisions, donation land

claims, national park or forest boundaries, Indian reservations, and farm units. Show stations where government subdivision lines intersect our highway centerline. Add a cross-reference note to the Monumentation Map or Record of Survey prepared for the project.

### 130.03 Right of Way Details

1. Right of way lines are continuous. These lines are shown crossing city streets, county roads, rivers, and railroads, and must match adjoining projects. Where a first-time improvement is planned, the existing county road or city street rights of way are enclosed by a right of way line or turnback line and are identified for later conveyance to the appropriate agency.

Data must be supplied to describe the right of way for its entire length from a center line or, if necessary, from a metes and bounds description. Any existing right of way line retained as an ultimate right of way line for the new project is tied to and described from the new center line or by metes and bounds description. Ties to a previous center line are not acceptable (see [Example 1-2](#)). When the existing right of way line is to be retained as an ultimate right of way line and is offset from an existing spiral alignment, consideration should be given to buying, selling, or exchanging small pieces of land with the adjacent owner to eliminate this offset spiral right of way line.

Right of way widths and center line stations are shown at the beginning and end of each sheet, except if in a taper and at all points of change in width of the right of way. No point shall be double described, e.g., by a metes and bounds description, and a station and offset; or by stations and offsets from two center lines. All dimensions and areas must be shown on the final Right of Way Plan.

2. A turnback line is shown as that line between right of way needed for highway purposes and right of way that will be

relinquished to others (see [Example 1-2](#)). Areas for relinquishment are areas that the state acquires for the improvement or construction of roads that will not remain a part of the highway system. The plan must show the areas being relinquished in sufficient detail and accuracy so as to allow a legal description to be written for the conveyance instrument (i.e., stations and offsets or metes and bounds.)

3. An easement is a permanent or long-term right to enter upon the property of another for a defined purpose. Easements involve perpetual or temporary rights, which are noncancelable by the property owner during the term of the easement. For example, an easement is used when the state is to construct a facility such as slope or drainage that does not require ownership of fee title and the acquisition of an easement right will save the department substantial funds in acquisition cost.

The type of easement is defined on the right of way plan (e.g., drainage easement, slope easement, temporary construction easement) and is described by stations and offsets or by metes and bounds. Each type of easement and the area for each specific type is included in the ownership block under the easement column opposite the appropriate parcel number (see [Example 1-2](#)).

4. A permit (referred to as a construction permit) is a temporary right to enter upon the property of another for a defined purpose. These rights are issued for a limited time period — usually expiring upon completion of construction. Permits do not encumber the owner's property, are nontransferable, and are cancelable by the grantor. Construction permits are not shown on the right of way plans.
5. An airspace corridor is a three-dimensional corridor of a specific width and length between two elevations. Airspace corridors are acquired in fee and all rights of

ownership apply to them. An airspace corridor is usually used where the highway is on a structure or in a tunnel. The property lying under or above the corridor may be used for other purposes so long as there is no detrimental effect on the highway facility. When the highway is on a structure, the only property acquired in fee would be the area needed to support the footings of the structure.

6. Excess right of way is property that was acquired as operating right of way but is no longer needed as such. A plan revision mapping the excess right of way area is necessary prior to disposal.
7. Property that was acquired for uses other than operating highway right of way and is no longer needed is labeled as surplus property on the Right of Way Plan prior to disposal. Some examples of surplus property would be unneeded pit sites, quarry sites, landscape areas, and maintenance sites.

Right of Way Plans cannot be revised to show excess right of way or surplus property until after a Surplus Property Review has been completed by both the region and Olympia Service Center. If federal funds were used for the acquisition of right of way or construction of the facility, Federal Highway Administration (FHWA) approval is required before a plan revision can be approved. Disposal of uneconomic remainders does not need a plan revision.

8. Property required for rest areas, historical markers, park and ride lots, truck weighing stations, wetlands mitigation areas, stormwater treatment areas, landscape areas, and aquifer protection areas (see the *Design Manual*) are shown on the applicable plan sheets. If these facilities are situated beyond reasonable limits of the plan, the sites are shown on a sundry site plan (see Division 2). Material and stockpile sites, etc., are not shown on right

of way plans unless they are adjacent to the right of way and are fully describable thereon. Otherwise, they are shown on the right of way plan with a cross-referencing note referring to the sundry site plan where they are described.

### 130.04 Access Control

Hachures define control of access between a highway facility and all other property (see [Example 1-3](#) and the *Design Manual*). On the title block of the plan sheet, the OSC Project Development Branch specifies the type of control; partial, modified, or full. If a transition is made from one type to another, the title block on the affected plan sheet includes both types and the plan sheet is labeled at the transition station. Specific considerations are:

1. If the route has been designated for access control by the Secretary of Transportation, access control must conform to the *Design Manual*, unless advance approval for a deviation is obtained from the Secretary.
2. On federal aid routes, changes in access features from those which have been approved by FHWA require concurrence from FHWA prior to Olympia Service Center approval, or Washington State Department of Transportation (WSDOT) approval under Certification Acceptance procedures authorized by FHWA.
3. Access hachures are not shown when crossing railroad operating property, grade intersections, crossroads, or interchanges (see [Example 1-3](#)).
4. At separation structures where there is no access to the highway lanes, the hachures are continuous and traffic movement is permitted over or under the structures by note (see Section 190).
5. In areas of partial or modified access control, approaches are allowed, but the hachures are never omitted. Each approach is listed in the access approach schedule (see [Example 1-6](#)).

6. Existing limited access plans must be reviewed (i.e., deeds and permits examined) for access approaches previously granted.
7. The limits of access control are shown on all crossroads, frontage roads, etc.
8. Non-highway use of right of way (e.g., parking, storage, buildings, etc.) requires an airspace agreement: see the *Right of Way Manual*). The plan sheets must clearly delineate the limits and character of the multiple use area.

On new plans, the access control hachures may be moved in to a precisely dimensioned invisible line, the area labeled for the specific use, and a turnback line and relinquishment notes provided if necessary.

On existing plans where access rights have been acquired or on new plans where circumstances dictate retention of departmental control of the multiple use area, the access hachures are carried on the right of way line and the other usage shown by an access note.

Access notes concerning routine maintenance of utilities within the highway right of way are added to the plan following approval of the pertinent franchise or permit.

### 130.05 Access Approach Schedule

The access approach schedule, together with the access control notes, supplies all the information necessary for the granting of private approaches.

The access approach schedule furnishes, in tabular form:

1. The name of owner, utility, or agency.
2. The station or station limits left or right of center line.
3. The type of approach.

Duplication of (1) above can be avoided by adding columns (2) and (3) to the ownership block, thereby showing all data pertinent to one ownership on one line (see [Example 1-6](#)).

Approaches that are granted shall be shown in the access approach schedule only on the sheet that the approach appears.

### 130.06 Railroad Easement Details

A longitudinal easement is acquired from a railroad company when adjacent highway requirements overlap railroad property. The easement line is labeled and drawn the same weight as the right of way line. At beginning and end of the easement, show the highway station with equivalent railroad station. Offset distances to the easement line are taken perpendicular to each center line. Under certain conditions, it may be necessary to describe the easement using railroad stationing by metes and bounds description.

The crossing by a highway over, under, or at grade of railroad property is by a crossing easement, and longitudinal easement information is not required. The highway station with an equivalent railroad station is shown at each corner of the crossing easement and at the intersection of the railroad center line and the R/W center line. Access hachures are not to be carried across the railroad trackage but are usually shown along the highway-railroad right of way or easement lines. The easement is labeled as a crossing easement. Separate areas for each type of easement are shown in the ownership block (See [Example 1-2](#)).

### 130.07 Drawing Standards

Right of Way Plans are to be prepared with English units only on the CADD System in conformance with the adopted standards. Right of Way Plans are stored in permanent form on standard 22 by 34-inch mylar sheets on stable reproducible material. Consistent drafting procedures must be observed to attain maximum accuracy and clarity. Line weights and symbols are to conform to the standards shown in Division 3.

The right of way vicinity map and plan sheets should include the following information, as applicable:

1. Plans are to be oriented with the highway engineers stations increasing from left to right on the mainline and ramps. It is desirable for mileposts to run in the same direction as stationing. Beginning stations on ramps should start at 10+00. When existing surveys conflict with this procedure, the R/W line should be re-stationed as stated above if new plans are drawn.

All center lines that are used to describe right of way should have bearings and be labeled.

Do not use station or bearing equations within a new right of way plan. However, station or bearing equations can be used at the beginning and/or end of a new right of way plan.

2. Mileposts at the beginning and end of the plan. The total length of the plan is shown on the first sheet of the vicinity map only.
3. Center line stationing and destination arrow at beginning and end of each sheet. The destination arrow shall refer to the nearest town, city, highway junction, or other major feature.
4. On plan sheets use 5-Station numbers, such as 10+00 and 15+00. On the vicinity map use 10-Station numbers, such as 10+00 and 20+00. Place the numbers parallel to and above the center line.
5. Beginning and end of plan cross referenced to current contiguous plans.
6. On each plan sheet a note stating the sheet number, name, and approval date of the plan being superseded by the new plan (see [Example 1-2](#)).

7. Names of all interchanges, highways, city streets, county roads, railroads, and bodies of water.
8. Highway structures shown in their correct location, drawn to scale, and identified as overcrossing or undercrossing in relation to the traffic movement of mainline.
9. Traffic movement pattern indicated by arrows on center line, with the appropriate numeral added for multiple lanes.
10. Townships, ranges, government subdivisions, and platted subdivisions right-reading with map and a north arrow for orientation purposes.
11. Section and quarter section numbers right-reading with north.
12. Corporate limit and county boundaries. The name of the city should be placed on the city-side of the corporate limit line. (See [Example 1-1](#)).
13. Parcel identification numbers and total ownership boundaries (see Division 140). In the ownership block, show the name of the vested owner and show the name of any contract purchaser in parenthesis behind the vested owner.
14. Major utility transmission right of way and tower numbers. Other utilities should not be shown unless replacement right of way is being purchased.
15. Turnback lines labeled and areas identified for conveyance (i.e., relinquishment, certification, transfer) to the appropriate agencies.
16. Scale: Vicinity map, 1 inch to 500 feet; Plan Sheets, 1 inch to 50 feet, except where land value is high (i.e. on Page 1-7, urban areas, etc.), 1 inch to 20 feet. Where a high degree of detail must be shown on the plans, 1 inch to 20 feet. (Unless special approval for a deviation is obtained from



the Right of Way Plans Engineer in Olympia.)

17. All public land identified by the agency name (e.g., Snoqualmie National Forest) and a parcel number; except that WSDOT land is identified as WSDOT only.
18. Grade intersection stations for all county roads. City street intersections are not labeled.
19. Basis of bearings should be included on all new Right of Way plans.
20. A cross-reference note to the corresponding Monumentation Map or Record of Survey is included on all new Right of Way Plans.
21. On complex Right of Way Plans a sheet layout diagram should be shown on the Vicinity Map (See [Example 1-1](#)).

Notes, dimensions, subdivision information, and similar data are added after the right of way limits for each sheet are established, to avoid relocation of this data at later stages of plan development. Drawings are not to be extended beyond the border of the sheet.

Existing monuments which are used to tie the R/W center line shall be identified on the monumentation map.

It is recommended that the R/W Line not be coincidental to a private property line. If the R/W Line or easement line does follow a private property line, it should be stationed to the nearest foot plus or minus (See [Example 1-3](#)).

Topographic information should be kept to a minimum, but should be sufficiently complete to indicate the effects on new parcels of the proposed right of way on improvements to those parcels. No symbols for vegetation are used except for the outline of orchards, or similar features directly related to the production of income from a particular property. All manmade improvements, including wells, septic tanks and drain fields, on new parcels 100 feet or less from

the proposed right of way line are labeled and dimensioned to the nearest foot from R/W centerline. Distances to buildings should be dimensioned to the nearest part of the building (normally the roof overhang). Distances shall be placed outside of the R/W. Distances to fences, sidewalks, etc. are not shown.

An interchange is identified by name.

There shall be no overlap of right of way between plan sheets or adjoining plans.

### **130.08 Transmittal**

After the plans have been reviewed by the region R/W Plans Office, the following are to be included in the transmittal of proposed Right of Way Plans to the OSC R/W Plans Section:

1. Letter listing all items transmitted, including the PS&E title.
2. CADD file documentation form(s).
3. A numbered title report for each parcel.
4. One copy of each subdivision plat referred to in title reports.
5. One copy of each plan sheet (adjoining or underlying plans) requiring revision or superseding as a result of the new plan. Proposed revisions to be shown in color and submitted in accordance with Division 180. (See [Example 1-8](#))
6. If the project is designated for limited access control, the region shall ascertain that the entire hearing procedure was carried to completion (see the *Design Manual*) and shall include correlative material in the transmittal.
7. If a plan shows railroad facilities, federal lands, rest areas, park and ride lots, or sundry sites, acknowledgment of compliance with the following requirements is to be furnished:

- a. Applicable portions of the *Utilities Manual*.
- b. Sundry site plan.
- c. Rest Areas — A copy of the approval by the OSC Hydraulics Branch (see the *Design Manual*).
- d. “Highways Over National Forest Lands” — Memorandum of Understanding M 22-50.

### **130.09 Olympia Service Center Processing**

1. The R/W Plans Section will make a final review of the plans, coordinate the review with other branches as required and send back to the region a mylar original of each sheet. A print showing substantial changes that were made will also be sent. After review of the changes by OSC, and Region concurrence, the responsible Professional Engineer will stamp and sign them. The originals will then be transmitted to the OSC R/W Plans Section where they will be approved and adopted for the applicable phase authority (see the *Design Manual*).
2. Following approval of the plans, distribution is made as follows:
  - a. Mylar reproducible of the plans to the region.
  - b. White print of the plans to Real Estate Services Office in Olympia.
  - c. Half size copy of limited access plans to all Olympia Service Center limited access book holders.

For revisions to original plans, see Division 180.

## **140 Right of Way Acquisition Details**

### **140.01 General**

Whenever possible, the total boundary of each parcel affected by the highway improvements is

included on the plan sheets. Parcels that cannot be shown entirely on the plan sheet are included on the vicinity map. The total parcel detail must be clearly shown in relation to the highway facility. Sufficient data must be supplied to ensure that each area of take required for the project can be legally described.

Project Development, working with Real Estate Services, can obtain total area for parcels shown on the right of way plan from the county assessor's office. The title companies are also requested to include areas from assessor's records in the title reports and these areas are entered in the “Total Area” boxes on the right of way plans.

A greater degree of precision is required to plot the boundaries of parcels where land values are high, i.e. on Page 1-5, urban areas, development tracts, etc. Where land values are high and/or ownerships consist of lots, blocks, or small tracts, the areas are shown to the nearest square foot. Larger areas are generally defined by Public Lands Survey and may be specified in acres. Right of way takes are calculated to the nearest square foot or hundredth of an acre, except in the case of federal or Indian lands, which are calculated to the nearest thousandth of an acre, which is a federal requirement. Copies of computer sheets of calculations initiated by the region are sent to the OSC R/W Plans Section, with the plans, to expedite the review process.

For right of way over lands controlled by the Bureau of Indian Affairs (BIA), the Region prepares the appropriate Right Of Way Plans. The Engineer's Affidavit is signed by the Professional Engineer who signed the Right Of Way Plan. The certificate is signed by the Project Development Engineer or equivalent. Reproducibles and prints, as required, are sent by the Region Right of Way Plans Office to the Region Real Estate Services Office for further action in accordance with prescribed policies of WSDOT and the BIA. A copy of the Engineer's Affidavit and the Certification are sent to the Real Estate Services Office in Olympia with the acquisition file.

## 140.02 Final Documentation

The following ownership information is submitted to the R/W Plans Engineer in Olympia:

1. A Title Report is required for each parcel from which we are acquiring property, easements, and/or Access Rights. These reports are examined for easements or permits granted to owners of property that does not abut the highway but is affected by the new highway facility.
2. Property parcel identification numbers are assigned consecutively for every ownership involved from the beginning to the end of the project.

Each number consists of six digits of which the first shall be the region prefix:

1-00000 = Northwest Region  
2-00000 = North Central Region  
3-00000 = Olympic Region  
4-00000 = Southwest Region  
5-00000 = South Central Region  
6-00000 = Eastern Region

The region assigns the parcel number for use within their jurisdiction and it is used on all Right of Way Plans, preliminary commitments, deeds, easements, or other substantiating data.

The assigned number will identify the property for all future departmental use; however, a division of or additional acquisition from an existing parcel must be assigned a new six digit parcel number. Letter suffixes to an existing number are prohibited.

The number is used as shown in [Example 1-2](#).

3. The areas of total ownership, right of way required for highway use, property remaining right and left of the right of way centerline, easements, and permits are

shown in a tabular listing on each plan sheet. In most cases the total area is from the County Assessor's Office.

When an individual ownership extends to more than one plan sheet, area tabulations will be placed on the first plan sheet which shows that parcel.

## 150 Access Report Plan

### 150.01 General

The Access Report Plan (see [Example 1-4](#)) shows the effects of the proposed highway on the street and road system by delineating the points of public access (see the *Design Manual*). The following items are minimum details to be shown on the plan:

1. Highway facilities with standard access control delineated.
2. Public road network.
3. Proposed frontage roads and county road or city street connections. Individual private approaches need not be included, but the report should describe general provisions for access to private properties.
4. Location and identity of subdivisions.
5. Corporate limits and boundaries.
6. Rivers, streams, and major landmarks.
7. Pedestrian and bicycle trails or paths.
8. Beginning and end of plan.
9. Legend and scale bar.
10. Publicly-owned utilities.
11. Title block.
12. Areas for relinquishment to County, City or Transfer to Others with Turnback Lines indicated, and Excess R/W labeled as such.



13. Structures, labeled as overcrossings or undercrossings.
14. Local names for interchanges shown on plan.
15. Points of public access.
16. Appropriate traffic movement notes on plan sheets.
17. Plan length on first page of vicinity map:  
Total Length of Plan = Miles.
18. Directional arrows on all roadways and ramps.
19. Number of lanes indicated on all roadways.

Matching of stationing and all details, especially in all plan sheets, will be carefully checked to assure relationship to adjacent plans.

To prevent confusion concerning the degree of access control intended for each area of a plan, the station where transition is made from one type of control to another is clearly labeled. This applies to any such transition upon the highway proper or where such highway connects or intersects with another limited access facility, be it a state, county, or city roadway. This does not apply at intersections where the transition occurs between access controlled facilities and facilities with no access control. Modified access control adjacent to interchanges or intersections must be identified on the plan.

The title block on the plan sheet shall designate either full, partial, or modified access control. Whenever a transition occurs on a sheet, the title block shall indicate all degrees of access appearing on the sheet.

## **160 Access Hearing Plan**

### **160.01 General**

The region prepares an Access Hearing Plan (see [Example 1-5](#)) to be used as an exhibit at the

public hearing and forwards it to the OSC R/W Plans Section for review. The plan shall contain the following data in addition to that required for the access report plan:

1. Topographical features, buildings, fences, private driveways, etc.
2. Ownerships, including parcel numbers, names, and areas. For details on assignment of property parcel identification numbers, see Division 140.
3. Access approach schedule showing all private approaches within the limits of access control.
4. Access control notes in conformance with Division 190. Right of way dimensions need to be shown.

## **170 Special Right of Way Plans**

### **170.01 General**

Special maps and plans required for negotiation with various agencies and organizations are usually prepared by the OSC R/W Plans Section. When such plans are the responsibility of the region, they are transmitted to the OSC R/W Plans Section with the Right Of Way Plans.

### **170.02 Court Exhibit Maps**

Condemnations or taking of rights by judicial action may be accomplished through both state or federal courts. The mapping preparation varies, depending upon which court is involved.

1. State Court. The actual taking instrument is generally the pertinent portion of the Right of Way Plan. For court exhibits, aerial photography supplemented to depict property lines or other data is preferable. Experience has shown that juries more readily relate to this type of exhibit. If photography is not available or because specific site conditions are such that this cannot be accomplished, a special court exhibit should be prepared.

If required, the special court exhibit map is to be prepared from information shown on the Right of Way Plan. This information may be supplemented by information from the right of way agent's condemnation report, the title report, county records, legal descriptions, and information obtained from personal examination of the property.

Where supplemental information indicates a difference in dimensions or area from that indicated on the Right of Way Plan, a Right of Way Plan revision should be prepared concurrent with the court exhibit map. This material will be sent to the OSC Real Estate Services Office where it will be prepared as part of the exhibit and presented to the Attorney General's Office.

The court exhibit maps are to be prepared under the supervision of the engineer who will present the map in court.

The map should include:

- a. Ties from proposed R/W center line to existing corners.
- b. All buildings and improvements.
- c. Accurate position of buildings and improvements which lie 100 feet or less from the proposed right of way.
- d. Distance from improvements to proposed R/W center line.
- e. Location of pipe lines and other construction as requested.
- f. Five-foot contours, drawn in brown pencil.
- g. Bearing on ownership lines where distances are shown.
- h. Types and points of access for limited access highways.

Show the entire area to be acquired from a single ownership on a single sheet, if possible. Only the portions of an ownership covered by the title reports need be shown if that area alone will be affected by condemnation and severance for right of way. Include the limits of other adjoining parcels of the same ownership if their value

may also be affected. More than one parcel involving one or more ownerships may be shown if there is no break in continuity between them and if the scale will be large enough to clearly show the features of each. Do not show fencing that is to be removed or is proposed, and do not color the map.

A vicinity map is required, preferably on the exhibit map sheet, showing the entire contiguous ownership of the land being condemned and pertinent topographic features.

Submit the tracing to the OSC Real Estate Services Office together with a print on which the total ownership is outlined in red, and a letter giving acreage computation for the total ownership, right of way area, and severed portions. The Real Estate Services Office will assemble all the necessary information and present the package to the Attorney General's Office.

2. Federal Court. Maps prepared for the taking instrument must be consistent with federal regulations at the time of taking. A section of the right of way plan must include metes and bounds description data and a supplemental photo exhibit map is desirable. The specific details shall be coordinated through the OSC Real Estate Services Office at the time of preparation.

### **170.03 Right of Way Over Lands Controlled by Bureau of Indian Affairs**

For right of way over lands controlled by the Bureau of Indian Affairs (BIA), the Region prepares the appropriate Right Of Way Plans. The Engineer's Affidavit is signed by the Professional Engineer who signed the Right Of Way Plan. The certificate is signed by the Project Development Engineer or equivalent. Reproducibles and prints, as required, are sent by the Region Right of Way Plans Office to the Region Real Estate Services Office for further action in accordance with prescribed policies of WSDOT and the BIA. A copy of the Engineer's

Affidavit and the Certification are sent to the Real Estate Services Office in Olympia with the acquisition file.

#### **170.04 National Forest Land**

Right of Way Plans for proposed highways over national forest land and requirements for mapping of forest lands are contained in the Memorandum of Understanding, "Highways Over National Forest Lands," and amendments thereto (M 22-50).

#### **170.05 State Land Plats**

Land plats are required when a highway facility crosses state-owned property under the jurisdiction of the Department of Natural Resources (DNR), or when WSDOT must obtain materials from such land. Land plats are requested by the region and are prepared by the OSC R/W Plans Section and processed through the OSC Real Estate Services Office to conform to the final Right of Way Plan.

When a consultant prepares the Right of Way Plans that cross state-owned property under the jurisdiction of DNR, that consultant shall also prepare the land plats. The land plats will be signed and sealed by the consultant's professional land surveyor. The land plats will be submitted to the OSC R/W Plans Section for transmittal to DNR.

Stations and offset dimensions are required for both right of way lines and the center line where they enter and leave each section that is under the jurisdiction of DNR. Total area, right of way take, and remainder for each 40-acre tract are also required. Basis of bearing and any coordinate system used are also required. Ties to all subdivision corners are required whether they are calculated or found. The plat must conform with the General Land Office (GLO) plats and/or any other recorded surveys. Copies of any recorded surveys or plats can be obtained from DNR, the Bureau of Surveys and Maps, in Olympia.

#### **170.06 Washington State Ferries Facility Site Maps**

Sundry Site Plans or other plans involving property for the Washington State Ferries are prepared by the OSC R/W Plans Section.

#### **170.07 Hardship Acquisition Maps**

Region requests for hardship case consideration are submitted to the OSC R/W Plans Section accompanied by one set of half-size reproduces consisting of the following:

1. Before Right of Way Plans are approved, a vicinity map and preliminary plans showing hardship parcels to be acquired (ownership and area of take indicated). If preliminary plans are not available, the exhibit map may be substituted. (See [Example 1-7](#))
2. After Right of Way Plans have been approved, a vicinity map and Right of Way Plan showing hardship parcels to be acquired (ownership and area of take indicated).

For partial take parcels, metes and bounds descriptions of the partial takes or dimensions of take and remainder must be included on the plans.

### **180 Revisions to Approved Right of Way Plans**

#### **180.01 General**

Revisions to an approved Right of Way Plan are placed on the original tracings by the OSC R/W Plans Section (See [Example 1-2](#)). After review, the region R/W Plans Office submits a proposed revision in colored pencil (additions in red and deletions in green) on prints of the latest approved plan (See [Example 1-8](#)). Sepia reproduces are not acceptable. Prints showing the proposed revision must not be modified except as noted in colored pencil.

When revising plans developed originally with the CADD System, the revision process is the

same as described above and the transmittal requirements are identical to those noted below.

When revising plans that have both English units and metric units, the proposed revisions from the region shall show only English units.

Extensive changes to the existing Right of Way Plan may require submittal of a new plan in lieu of a revision.

New Right of Way Plans should be developed when the existing plans are obsolete, inaccurate or difficult to read.

New Right of Way Plans should be considered when any of the following conditions exist:

1. The scale of the existing plan is smaller than 1" = 100'.
2. The existing plan shows unreliable data; For example, assumed bearings, distances, or other important information.
3. The proposed revision would require major changes to the current plan. New alignment, the addition of many new parcels, or the addition of access control are some examples.
4. The current plan shows "Right of Way as acquired, alignment as constructed" in the revision block.
5. The existing plan was originally a county or city plan.
6. Stations do not increase from left to right.
7. The Plan is on an old Datum (i.e. 1929).

When revising "Split Plans" (separate Right of Way and Limited Access Plans), the region must submit appropriate colored revisions for **both** plans.

Total parcel details were not shown on many of the older right of way plans. When an existing right of way plan is being revised to show new

parcels, include a total parcel detail. Total parcel details are very important when condemnation of the parcel is a probability. A total parcel detail is not necessary if the total parcel is especially large, such as a national forest.

Whenever a parcel has been dealt with and the transaction has been finalized, and additional R/W or other property rights are required, a new parcel number is assigned to the parcel involved. The old number is shown inside the area of original take. Property dots are adjusted to show the current boundary and new areas are shown in the ownership block.

An approved Right of Way Limited Access Plan cannot be revised until completion of the appeal period following mailing of the findings and order. All revisions which the region develops during this time shall be held and submitted as a single package after the appeal period.

## **180.02 Transmittal Requirements**

The following shall be submitted as part of the revision transmittal:

1. Completed Schedule of Right of Way Plan Revisions. All revisions require a justification for the revision. It is very important to explain why the revision is needed. The purpose of the plan revision should be explained in detail on the transmittal letter. Reiterating what is shown on the redlined plans is not a sufficient explanation. The PS&E title should be included.
2. Marked prints with engineering and right of way information that includes areas revised if right of way negotiations are not complete — the actual area of the original take and the area for supplemental acquisition, based on ownership at time of second acquisition, are included if negotiations are complete. Redlines will include parcel numbers, names, areas, and remainders.
3. Title reports for all new parcels. Supplemental title reports are acceptable if

the original transaction has been recently completed. A new parcel number will be needed for these parcels.

4. Subdivision plats and/or other pertinent data.
5. Coincidental with (1) above, when original right of way negotiations are incomplete or revision affects condemnation proceedings, the regional Manager of Real Estate Services is advised to take appropriate action pending final approval of the revision.

### **180.03 Olympia Service Center Processing**

1. The R/W Plans Section will make a final review of the plan revisions, coordinate the review with other branches and FHWA, as required.
2. Subsequent to review, the original plans are revised and the R/W Plans Engineer in OSC approves the revisions.
3. Following the plan revision approval, distribution is made as follows:
  - a. Mylar reproducible of the revisions to the region.
  - b. White print of the revisions to the OSC Real Estate Services Office.
  - c. Half size copy of limited access plan revisions to all Olympia Service Center limited access book holders.

## **190 Access Control Notes**

### **190.01 Instructions**

Standard access control notes cover all necessary descriptions to be shown on the plans for the granting of approaches. An access approach note plus necessary supplementary notes will be used to identify all like approaches listed.

The access approach schedule on the Right of Way Plan shall list the specific details for each approach. Under Station on Roadway, enter the exact station or the stations between which limits the approach will be granted, the side of center line (right, left, or both), and any supplementary information required, shall be listed. Under Type, indicate the letter and/or applicable supplementary note numbers.

The supplementary notes are used in conjunction with the access approach notes to which they apply. Each supplementary note shall always be listed by the number assigned to it. In this manner, an access approach note letter with a supplementary note number will always indicate the same type of approach throughout all Right of Way Plans.

Type A through Type E approach notes are defined in WAC 468-58-080 and are shown in the *Design Manual*, and are listed below in 1-9 B. Access Approach Notes.

Note No. 8 will be used to prohibit traffic movement between the railway right of way and the traveled highway lanes.

Note No. 21, Utility Within Right of Way Maintained from Outside Right of Way, refers to a utility within the right of way by franchise or permit where all access is to be from the adjacent streets, roads, or property. The supplementary note number only will be listed under the Type column of the access approach schedule.

If it is necessary to add a special stipulation to an approach note, an asterisk may be indicated after the letter and/or number in the Type column of the access approach schedule. The special stipulation indicated by the asterisk shall be explained under the Access Notes column in the same manner as a footnote.

### **190.02 Access Approach Notes**

1. Type A Approach Note.  
Type A approach is an off and on approach in legal manner, not to exceed 30 feet in width, for sole purpose of serving a single

family residence. It may be reserved by abutting owner for specified use at a point satisfactory to the state at or between designated highway stations.

*(This note may be supplemented by a note stating the number of users and/or special use.)*

2. Type B Approach Note.  
Type B approach is an off and on approach in legal manner, not to exceed 50 feet in width, for use necessary to the normal operation of a farm, but not for retail marketing. It may be reserved by abutting owner for specified use at a point satisfactory to the state at or between designated highway stations.

*(This note may be supplemented by a note stating the number of users and/or special use.)*

3. Type C Approach Note.  
Type C approach is an off and on approach in legal manner, for special purpose and width to be agreed upon. It may be specified at a point satisfactory to the state at or between designated highway stations.

*(Always supplement by notes stating number of users, special use, and width.)*

4. Type D Approach Note.  
Type D approach is an off and on approach in a legal manner not to exceed 50 feet in width for use necessary to the normal operations of a commercial establishment. It may be specified at a point satisfactory to the state at or between designated highway stations.

5. Type E Approach Note.  
Type E approach is a separated off and on approach in a legal manner, with each opening not exceeding 30 feet in width, for use necessary to the normal operation of a commercial establishment. It may be specified at a point satisfactory to the state at or between designated highway stations.

### **190.03 Supplementary Notes**

1. Offset Access Note.  
No. 1. This approach is to be used to travel on right of way and enter property as specified.

*(In the access approach schedule, list the station of approach on roadway and the station where property is to be entered; e.g., 146+00 Rt. to leave R/W 148+50 Rt.)*

2. Joint Usage Note.  
No. 2. This approach is to be used to serve more than one owner and/or utility, for only those ownerships listed on the access approach schedule.

*(Use this note for each approach serving more than one owner and/or utility.)*

3. Modified Access Control Note.  
No. 3. No longer used.

4. Special Farm Equipment Note.  
No. 4. This approach may be increased in width not to exceed 80 feet for use by special farm equipment. During the crossing of the highway with farm equipment requiring an approach exceeding 50 feet in width, traffic on the highway shall be protected by flagmen provided by the owner at his expense.

5. Utilities Note.  
No. 5. This approach is to be used for the operation, maintenance, and repair of the utility specified. The approach shall not exceed 50 feet in width.

*(In the access approach schedule, state the station limits on the roadway, the type of utility and, if required, the gating restriction.)*

6. Grain Hauling Note.



No. 6. This approach is for limited use in hauling grain during the harvest season. The approach shall not exceed 50 feet in width.

*(In the access approach schedule, state the station limits on the roadway and, if required, the gating restriction.)*

7. Tree Farm Note.

No. 7. This approach is to be used for the operation of a tree farm or tree farms including the removal of raw forest products therefrom but may not be used for retail marketing. The approach shall not exceed 50 feet in width.

8. Railway Access Note.

No. 8. No access is permitted between the railway right of way and the traveled highway lanes.

*(In the access approach schedule, state the station on the roadway and name of railway.)*

9. Gate Restriction Note.

No. 9. This approach shall be gated and locked when not in use.

10. Restricted Clearance Note.

No. 10. Only as restricted clearance permits.

11. Pedestrian and Bicycle Trails Note.

No. 11. Pedestrian and bicycle traffic will be permitted access and use of the trail designated on the \_\_\_\_\_ (Rt. or Lt.) between Sta. \_\_\_\_\_ and Sta. \_\_\_\_\_. Access to the trail will be permitted only at:

Sta. \_\_\_\_\_ (Rt. or Lt.)

Sta. \_\_\_\_\_ (Rt. or Lt.)

(This note may be supplemented by a note stipulating any restrictions or special privilege of direct access to the trail.)

12. Trail Access Note.

No. 12. Abutting property owners may be afforded the privilege of direct access to the trail under permits issued by the Department of Transportation.

13. Utility Within Right of Way Maintained From Outside Right of Way Note.

No. 21. The privilege of access to areas within the right of way is permitted from outside the right of way to the user designated, solely for use authorized by and subject to the conditions of the franchise, permit, or agreement specified. No access will be allowed to the traveled highway lanes or ramps.

*(In the access approach schedule, state the name of utility, the type of utility, the station of entry, and the franchise or permit number.)*

## 190.04 Miscellaneous Note

1. Traffic Movement Note.

Traffic movement will be permitted over/under the highway structures at: (The name of the road or the facility and the station limits on the roadway).

## 1010 Monumentation Map or Record of Survey

### 1010.01 General

A Monumentation Map or Record of Survey is the official state survey document for state highway right of way alignment. These documents will be used as a basis for existing and proposed right of way center line alignment. The maps are referred to in legal instruments and are permanently filed at the county engineer's or county auditor's office of the county in which the alignment exists, the Transportation Building in Olympia, and at Department of Natural Resources (DNR) in Olympia.

### 1010.02 References

RCW 58.09, Surveys -- Recording

RCW 58.20, Washington Coordinate System

WAC 332-130, Minimum Standards for Land Boundary Surveys and Geodetic Control Surveys and Guidelines for the Preparation of Land Descriptions

### **1010.03 Region Responsibility**

It is the responsibility of the region to assemble data and prepare a Monumentation Map or Records of Survey for locating and defining the center line alignment in its mathematical position within the Public Land Survey System and private property.

### **1010.04 English Units Only**

Monumentation Maps or Records of Survey are to be prepared in English units only.

### **1010.05 Alignment**

The R/W center line, from which the right of way is to be legally described, is shown as a continuous solid line for the full length of the project with its alignment data shown. Additional center lines are shown by a dashed line with alignment data clearly denoted.

([Example 1-9](#))

The existing stationing must be tied to the new center line stationing by station and/or bearing equations.

R/W width data will not be shown on the Monumentation Map or Record of Survey.

### **1010.06 Control Features**

The Monumentation Map or Record of Survey must show government subdivision corners, platted subdivisions, donation land claims, national park or forest boundaries, Indian reservations, farm units and property corners. Show at least two bearing and distance ties from the new R/W center line with station noted to an existing and recorded monument or government subdivision corner, particularly the monuments from which the title reports originate.

## **1010.07 Monumentation Map or Record of Survey Details**

### **1010.07.01 Map Requirements**

1. County recording official's information block, which contains:
  - a. Title block, shown on all sheets, including:
    - 1) Washington State Department of Transportation and Regional Headquarters address;
    - 2) Date prepared; and
    - 3) Sheet identification number, such as "sheet 1 of 2".
2. County engineer's or auditor's Certificate, located on the first sheet only.
3. Land Surveyor's/Professional Engineer's Certificate, located on each sheet.
4. Name, license number, seal, signature, license expiration date, and date the surveyor/engineer approved the map on every sheet.
5. Indexing information on the first sheet of multiple sheets:
  - a. The section-township-range and quarter-quarter of section(s); and
  - b. Additionally, if appropriate, the lot, block, and plat title.
6. North arrow.
7. Basis of bearings.
8. Bearings: use degrees, minutes, and seconds.

9. Distances: use feet and decimals of feet (ground-level distances).
10. Curve data: show the controlling elements.
11. Graphic scale bar.
12. For the intelligent interpretation of various items shown:
  - a. Use reference documents that identify different corner positions.
  - b. Identify all corners used to control the survey.
  - c. Describe physical monuments found or re-established, and date visited.
  - d. Show legal description of surveyed property or recorded reference. (Non-Highway alignment surveys, i.e., Sundry Sites.)
  - e. Identify ambiguities, gaps, and/or overlaps.
13. All signatures and writing using permanent black ink.
14. Map of permanent quality, using black ink on 4 mil Mylar.
15. Size to be 22"x34" or as otherwise required by county engineer or auditor.
16. 2" margin on left edge and 1/2" margin at all other edges.

### **1010.07.02 Equipment and Procedures Used**

1. Equipment used.
2. Procedures used.

3. GLO history for corners.

### **1010.07.03 Coordinates - Control Scheme Required**

1. Use a control scheme (network diagram) to show how the Washington State Plane coordinates were determined from the known points (See [Example 1-10](#)).
2. Datum defined: RCW 58.20.120 states the Washington Coordinate System of 1983 (with the 1991 adjustment) is the designated coordinate system in Washington.

### **1010.07.04 Certificates Required**

1. Monumentation Map
  - a. PROFESSIONAL LAND SURVEYOR'S/ENGINEER CERTIFICATE  
This map correctly represents a survey made by the Washington State Department of Transportation in conformance with the Requirements of RCW 58.09.090(1)(A).  
  
Name of Person  
(Signed and Sealed) \_\_\_\_\_  
Certificate No. \_\_\_\_\_
  - b. COUNTY ACKNOWLEDGEMENT OF RECEIPT  
Filed for record this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_ M.  
  
\_\_\_\_\_  
COUNTY ENGINEER

2. Record of Survey

- a. PROFESSIONAL LAND SURVEYOR'S CERTIFICATE  
This map correctly represents a survey made by me or under my direction in conformance with the requirements of the Survey

Recording Act at the request of \_\_\_\_\_ in \_\_\_\_\_, 20\_\_.

Name of Person  
(Signed and Sealed) \_\_\_\_\_  
Certificate No. \_\_\_\_\_

- b. **AUDITOR'S CERTIFICATE**  
Filed for record this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_ M. in book \_\_\_\_ of \_\_\_\_ at page \_\_\_\_ at the request of \_\_\_\_\_

\_\_\_\_\_  
COUNTY AUDITOR

### **1010.07.05 Metric Equivalent**

Conversion to U.S. Foot shall use 1 meter = (equals) 39.37 inches.

### **1010.07.06 Recording Coordinates**

When reference has been made to such coordinates, the scale and elevation factors shall be stated for the survey lines used in computing ground distances and areas.

### **1010.07.07 Miscellaneous Items**

1. State Route (SR No.) shown on alignment.
2. Legend showing monument symbols and their equivalents.
3. Surveyor's Narrative (purpose of the survey), etc.
4. Document title  
"MONUMENTATION MAP" or  
"RECORD OF SURVEY", generally located at top - center of sheets.
5. Surveyor's statement to add a special note for clarification of deeds, etc.

### **1010.07.08 Drawing Standards**

All Monumentation Maps and Records of Surveys are to be prepared with English units only on the CADD System in

conformance with the adopted standards. Consistent drafting procedures must be observed to attain maximum accuracy and clarity. Line weights, symbols, text fonts and sizes are to conform to the standards shown in Division 3.

### **1010.08 Submittal**

All Monumentation Maps or Records of Surveys are submitted to OSC R/W Plans Section for review prior to submitting to county engineer or county auditor. Monumentation Maps will be certified by a Professional Land Surveyor or a Professional Engineer with surveying background. Records of Surveys will be certified by a Professional Land Surveyor. The region will provide the county in which the alignment exists with 4 copies (2 paper and 2 mylar) for acceptance. Following county acceptance the region will send 1 accepted mylar copy to OSC R/W Plans Section. Upon receipt OSC R/W Plans Section will send copies to DNR for filing and the original mylar will be filed with OSC Record Services.

### **1010.09 Olympia Service Center Processing**

The original mylar (with county recording information) shall be sent to the OSC R/W Plans Section for permanent records retention. OSC R/W Plans Section will send a copy to Dept. of Natural Resources for their records.